

**THE MICHIGAN DEPARTMENT OF CIVIL SERVICE IS ACCEPTING APPLICATIONS FOR
CORRECTIONS NONPROFESSIONAL SUPERVISORS EXAMINATION
FROM STATE EMPLOYEES ONLY**

NO. 4081

— A Written Test is Required —

**All persons offered employment in the classified service are required to submit to and pass a
preemployment drug test as a condition of employment.**

Applicant pools will be maintained for the following job titles:

Job Titles	Min Hourly Rate as of 10/1/2002	Max Hourly Rate as of 10/1/2002
Assistant Resident Unit Supervisor 11	\$17.07	\$23.19
Corrections Security Inspector 13	\$19.01	\$26.54
Corrections Shift Supervisor 11-13	\$15.78	\$26.54
Resident Unit Manager 13	\$18.38	\$25.64

MINIMUM REQUIREMENTS

**Assistant Resident Unit
Supervisor 11**

Possession of an associate's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology; **OR**, Completion of 60 semester (90 term) college credit hours including 20 semester (30 term) credit hours in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.

AND

One year of experience as a Corrections Shift Supervisor 11, Resident Unit Officer E10, or Corrections Resident Representative E10; **OR**, One year of experience as a Clinical Social Worker P11 or Psychologist P11 in a correctional facility; **OR**, Two years of experience in security and/or treatment activities as a Corrections Officer E9, Corrections Medical Aide E9, Prison Counselor, Corrections Program Coordinator, or Special Alternative Incarceration Officer 9.

NOTE: Possession of a bachelor's degree in a required area listed above may be substituted for six months of Corrections Officer E9 experience.

**Corrections Security
Inspector 13**

One year of experience as a Corrections Shift Supervisor 12; **OR**, Two years of experience as a Corrections Shift Supervisor 11.

**Corrections Shift
Supervisor 11**

Two years of experience as a Corrections Officer, Corrections Medical Aide, or Special Alternative Incarceration Officer.

**Corrections Shift
Supervisor 12**

One year of experience as a Corrections Shift Supervisor 11 or an Assistant Resident Unit Supervisor 11; **OR**, Two years of experience as a Resident Unit Officer E10, Corrections Medical Aide 10, or Special Alternative Incarceration Officer E10; **OR**, Three years of experience as a Corrections Officer E9, Corrections Medical Aide E9, or Special Alternative Incarceration Officer 9.

**Corrections Shift
Supervisor 13**

One year of experience as a Corrections Shift Supervisor 12 or Corrections Investigator 12; **OR**, Two years of experience as a Corrections Shift Supervisor 11 or an Assistant Resident Unit Supervisor 11.

**Resident Unit
Manager 13**

Possession of a bachelor's degree

AND

One year of experience as an Assistant Resident Unit Supervisor 11, Corrections Program Coordinator P11, Corrections Shift Supervisor 12, Prison Counselor P11, or Parole/Probation Officer P11; **OR**, One year of experience as a Clinical Social Worker P11 or Psychologist P11 in an adult correctional facility; **OR**, Two years of experience as a Corrections Shift Supervisor 11; **OR**, Three years of experience as a Corrections Medical Aide 10, Corrections Resident Representative E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10.

WRITTEN EXAMINATION

The written examination is two hours and will test for the knowledge of supervision and employee relations.

EXAMINATION SCHEDULING

Two to three weeks before the examination date, applicants will receive an "Examination Admission Notice" letter with the date, time, and location for the examination. Applicants must be at the examination center at least 15 minutes before the examination time. Applicants unable to take the test on the scheduled date and time may write to the address listed in the "Examination Admission Notice" to reschedule the examination for a later date. Examinees may retake the written test only once every six months. The examination may be offered on a weekday or Saturday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

You may apply by completing the **CORRECTIONS NONPROFESSIONAL SUPERVISORS (4081)** application (CS-102_4081) attached to this announcement. You may also apply by completing the **CORRECTIONS NONPROFESSIONAL SUPERVISORS (4081)** application on our web site at www.michigan.gov/mdcs. Attach to the application photocopies of official college transcripts.

CORRECTIONS NONPROFESSIONAL SUPERVISORS (4081) applications may be faxed, mailed, or e-mailed to one of the following offices:

Department of Civil Service
Capitol Commons Center
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
FAX (517) 335-0031
e-mail: MDCS-BHRS@michigan.gov

Department of Civil Service
Detroit Regional Office
Cadillac Place, Suite 4-400, 4th Floor
3042 West Grand Boulevard
Detroit, Michigan 48202
FAX (313) 456-4411

Please direct questions to any of the following Civil Service telephone numbers:

Lansing
(517) 373-3048
TTY (517) 335-0191

Detroit
(313) 456-4400
TTY (313) 456-4409

Outside Lansing or Detroit
Toll-free 1-800-788-1766

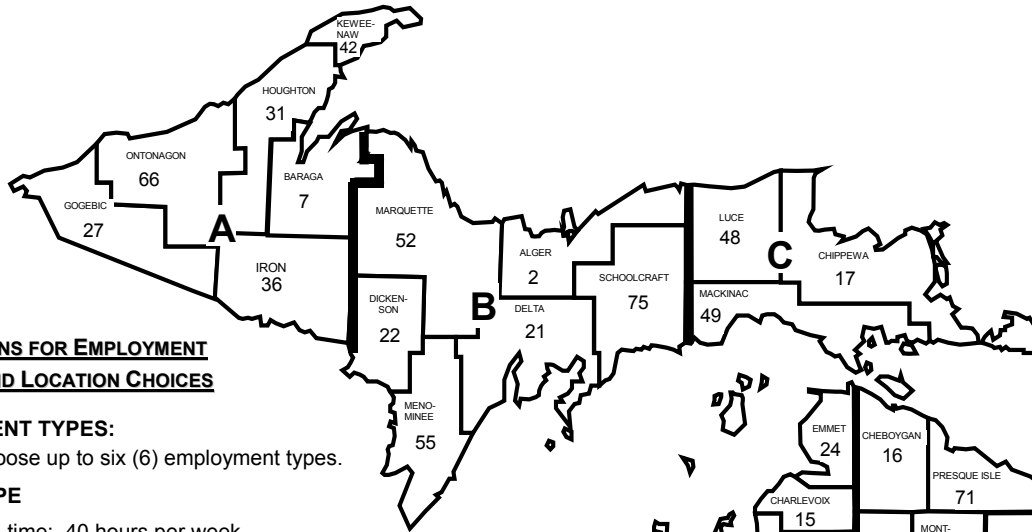
The State of Michigan is an Equal Opportunity Employer

State of Michigan
DEPARTMENT OF CIVIL SERVICE
400 South Pine Street, P.O. Box 30002, Lansing, MI 48909

CORRECTIONS NONPROFESSIONAL SUPERVISORY EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA			EMPLOYMENT TYPES AND LOCATIONS																															
APPLICANT OR EMPLOYEE ID NUMBER <small>(Leave blank if you do not know your ID number)</small>		AREA CODE/PHONE NO. <small>(Between 8 a.m. and 5 p.m.)</small>		YOU MUST COMPLETE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the next page.																														
APPLICANT'S NAME (LAST, FIRST, M.I.)				EMPLOYMENT TYPES <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																														
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CITY		STATE		ZIP CODE																														
E-MAIL ADDRESS (if available)																																		
CERTIFICATION: Complete the application and read carefully before submitting. <i>By submitting this application and any attachments, the applicant named above certifies to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																																		
TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:																																		
<input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																																		
RACE/ETHNIC/GENDER INFORMATION Optional—for reporting purposes only <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">M</th> <th style="text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td>WHITE</td> <td style="text-align: center;">1 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>BLACK (AFRICAN AMERICAN)</td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>AMERICAN INDIAN/ALASKAN NATIVE</td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>HISPANIC</td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ASIAN/PACIFIC ISLANDER</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>MULTIRACIAL</td> <td style="text-align: center;">6 <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>									M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	ACCOMMODATIONS INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT. Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.					
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WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>																																
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ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>																																
MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>																																
QUALIFICATIONS Check all the boxes below that apply to you. Attach the required documents for each box you check.																																		
<input type="checkbox"/> I possess only the minimum experience requirements for one or more classifications covered by this exam.								You do not need to attach anything. We will review your state employment history.																										
<input type="checkbox"/> I possess an associate's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.								Attach a photocopy of your college transcripts.																										
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<input type="checkbox"/> I possess a bachelor's degree.								Attach a photocopy of your college transcripts.																										



**INSTRUCTIONS FOR EMPLOYMENT
TYPES AND LOCATION CHOICES**

EMPLOYMENT TYPES:

You may choose up to six (6) employment types.

CODE TYPE

- AA Full-time: 40 hours per week.
 AB Part-time: Less than 40 hours per week.
 AC Intermittent: Hours vary in each department based on work load.
 AD Limited-term appointment.
 AQ Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
 AE Seasonal: Work is limited to part of the year.

EMPLOYMENT LOCATIONS: (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) or regions (bold letters) in which you will accept an offer of employment. If you pick a region (letter), you will be considered for all counties or locations in that region.

You may choose a combination of counties and regions.

EXAMPLE

In this example, the applicant has selected employment type Codes AA, AB, and AE; Regions S and T; and Counties 80, 39, 13, 38, 81, and 37. This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.

EMPLOYMENT TYPES					
AA	AB	AE			

EMPLOYMENT LOCATIONS							
S	T	80	39	13	38	81	37

INSTRUCTIONS:

1. Complete page 3.
2. Attach any required documents.
3. Make a copy for your records.
4. **SEND OR TAKE** your completed application to either of the following Department of Civil Service offices:

Lansing Office

Capitol Commons Center
 400 South Pine Street
 PO Box 30002
 Lansing, MI 48909
 (517) 373-3030
 (517) 335-0191 (TDD Only)*

Detroit Regional Office

Cadillac Place
 4th Floor - Suite 4-400
 3042 West Grand Boulevard
 Detroit, MI 48202
 (313) 456-4400
 (313) 456-4409 (TDD Only)*

Outside Lansing or Detroit, call 1-800-788-1766.

If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

*Telephone Device for the Deaf

Note: For additional information on state government jobs, visit our Web site at www.michigan.gov/mdcs.

R = WAYNE COUNTY (DETROIT AREA)

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.

